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*Integrated Financial Management Program*

*Core Financial*

*Course Name: Invoice Processing in FI  
(Financial Accounting)*

*Course Guide*



## **Introduction**

This guide provides end-users with information that will be shared during the training course session.

### ***End-user Role***

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

### ***Trainer Role***

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

### ***Module Significance***

This Course is very beneficial to the Accounts Payable area because it covers the Invoice cycle from receipt to warehousing the payment until it hits the payment schedule. The contents of this course affect the Financial Statements of NASA as a whole as well as across centers. Because each center's Financial Transactions roll up into the one statement that is submitted by the Agency.

### ***Module Structure***

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

#### ***Content***

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

#### ***Content Review***

The trainer reviews key topic information at the conclusion of each topic.

#### ***Scenario***

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: The AP office received invoice number ##### from Vendor B billing for miscellaneous shipping charges. Enter the invoice in FI and Park it.

### ***Demonstration***

Trainer shows end-users how to perform the business activity in SAP.

### ***Practice***

End-users practice the activity in the SAP training database.

### ***Agenda***

- Introduction – 0:10 hr
- Background Knowledge – 0:15 hr
- Topic 1: Enter FI Invoice or Credit Memo – 1:10 hr
  - Activity 1: Enter and Park FI Invoice or Credit Memo 0:10 hr
  - Activity 2: Reject FI Invoice 0:06 hr
  - Activity 3: Adjust FI Invoice Amount (down only) 0:06 hr
  - Activity 4: Change FI Invoice to Park Complete 0:10 hr
  - Activity 3: Create and Save Recurring Entry Document 0:20 hr
  - Activity 4: Execute Recurring Entry Document 0:10 hr
- Topic 2: Validate FI Invoice – 0:30 hr
  - Activity 1: Post Parked FI Invoice 0:20 hr
- Topic 3: Create Payment Proposal –0:40 hr
  - Activity 1: Create Payment Proposal 0:20 hr
- Course Summary – 0:15 hr